

Department: Communications

Supervisor: Development and Communications Specialist

Position: Marketing and Communications Intern

Time Commitment Required: By Semester, Weekly Hours Flexible

Responsibilities:

- Research and curate content for social media, IIA website, blog and internal communications/materials
- Help develop social media strategies for International Institute of Akron
- Draft and edit promotional materials, website, blog, and other medias
- Assist with campaign content and all other aspects of campaign execution
- Assist with data entry
- Occasional assistance with donations inventory management

Applicant Qualification Requirements:

- Fluency with social media platforms (Facebook, Twitter, Instagram)
- Competent in the use of Microsoft Office Suite, specifically Excel
- Experience with MailChimp, Canva, SquareSpace and Hootsuite preferred but not necessary
- Understanding of online databases, such as CharityProud preferred but not necessary
- Ability to work in a team setting and think critically and creatively in a fast paced environment
- Excellent writing, analytical, and planning skills with high attention to detail
- Ability to communicate clearly, both orally and in writing
- Ability to work with minimum supervision, and to deal with problems/issues promptly and efficiently
- Access to personal computer and cell phone and willingness to use them as needed
- Applicants must be able to pass a BCI Background Check
- Applicants must be able to provide a minimum of 4 hours per week to this internship

To Apply:

While all internships are unpaid, the program is competitive, and you are encouraged to approach it in the same way you would a job. To submit your resume for consideration or for additional information, please email Kevin Walter, Advocacy and Community Outreach Coordinator at kevin.walter@iiakron.org

About The International Institute of Akron, Inc.

The International Institute of Akron (IIA) is a leader in the ever-expanding international community in Summit County, Ohio.

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